

## Position Description - Executive Officer

**Reports to:** President of Wikimedia Australia and Wikimedia Australia Committee

**Period of Contract:** 1 July 2022 – 30 June 2023 with possibility of renewal pending funding confirmation

**Salary:** AUD\$100,000 per annum plus 10.5% super

**Location:** Negotiable (working remotely)

*An exciting opportunity to join a national association and global open knowledge movement at a time of organisational growth and major new initiatives.*

[Wikimedia Australia](#) is the Australian chapter of the international Wikimedia Foundation. As an independent, not-for-profit organisation and registered charity, we support our members, the broader community and partner organisations to contribute to Wikipedia, Wikidata and other Wikimedia platforms through events, training and partnerships.

We support the mission of the Wikimedia Foundation, to empower and engage people around the world to collect and develop educational content under a free license or in the public domain, and to disseminate it effectively and globally. As a chapter of the Wikimedia Foundation we offer our members an official voice in the global Wikimedia community.

Our purpose is to:

- To grow and promote the development and sharing of free knowledge through open source software systems
- To develop educational resources to grow participation in Wikimedia platforms and projects
- To increase public awareness and support for Wikimedia platforms and projects

Over the next few years this will be guided by our new [Strategic Plan 2022 - 2025](#).

### Purpose of Role:

- To provide dynamic, strategic leadership, enabling the organisation to grow whilst ensuring its vision, mission and values are adhered to
- Work with the Wikimedia Australia Board, staff, members, volunteers and the Wikimedia community to deliver the [Wikimedia Australia Strategic Plan 2022-2025](#) and corresponding annual business plans
- Be responsible for the delivery of an annual program of events, workshops, meeting and training through proactive relationship building and partnerships



- Ensure long term sustainability, through effective governance, financial management and delivery of services

### **Duties and responsibilities:**

#### Leadership and engagement

- Provide management and leadership to the Wikimedia Australia team
- Work with the Wikimedia Australia Board, staff, members, volunteers and the Wikimedia community to develop and deliver the [Wikimedia Australia Strategic Plan 2022-2025](#) and corresponding annual business plans
- Ensure appropriate consultation and engagement with volunteers and the Wikimedia communities
- Manage volunteers, facilitator partnership programs and associated activities
- Facilitate public facing events and media representation including travel as required.

#### Governance

- Ensure that Wikimedia Australia acts at all times in compliance with its governing documents, all relevant legislation, regulatory codes and partnership agreements (including those with the Wikimedia Foundation)
- Support the continuing development and management of the Wikimedia Australia Committee and governance
- Attend all meetings of the Board and ensure all reports are provided to them in a timely manner
- Identify and mitigate reputational risks, ensuring Wikimedia Australia is an effective steward of the reputation of the Wikimedia movement
- Coordinate strategic planning cycle for the Wikimedia Australia Committee including annual reviews
- Oversee WMAU staff HR, appraisals, training and support
- Improve the organisation and administration of Wikimedia internal resources and website.

#### Financial management and funding

- Take responsibility for the financial health of the organisation, reporting to the Wikimedia Australia Committee mitigating financial and operational risks as they arise
- Develop relationships with the Wikimedia Foundation, partner organisations and major funding bodies to ensure future funding
- Advise the committee of funding opportunities and assist with grant applications



- Coordinate the evaluation and reporting against the [Wikimedia Australia Strategic Plan 2022-2025](#), annual business plan and any funding reporting requirements

### **Key selection criteria**

- Strong leadership, interpersonal and people management skills, experience with collaborative projects and the ability to build excellent relationships with internal and external stakeholders.
- Highly organised, with management experience preferably of a non-profit organisation including business and financial reporting, and experience with grant applications and reporting.
- Experience working with a Board or advisory group and developing and implementing strategic plans.
- Excellent communication skills both written and verbal, including public speaking and event organising and facilitation.
- Energetic and passionate with a high level of adaptability and resilience and able to juggle multiple projects and demands
- Experience and expertise with a range of technology systems appropriate for organisation management, reporting and communication.
- Ability to coordinate remote delivery and staff management, participate in some activities and meetings out of hours and undertake travel as required.
- Interest in open knowledge movement and commitment to the values and policies of the Wikimedia Foundation. Knowledge and experience with the Wikimedia movement and its projects (desirable).

Note: Wikimedia Australia does not have a head office and committee members are located in various cities around the country. There is one report for this role - a full time Project and Communications Coordinator. This position will require remote working, flexible hours and occasional travel for meetings and events.

For a confidential discussion about the role please contact:  
amanda.lawrence@wikimedia.org.au (President) or [caddie.brain@wikimedia.org.au](mailto:caddie.brain@wikimedia.org.au) (Executive Officer).

### **Applications**

To apply, please send your CV and no more than a two-page cover letter indicating your interest in the role and addressing the selection criteria.

All documents should be in one email as two separate documents:

Send to: [president@wikimedia.org.au](mailto:president@wikimedia.org.au) by Sunday 4 September 2022.